

## Communicating

**Telephones.** Inmates generally have access to phones but the degree of access depends on inmates' level of custody and housing assignment. No incoming calls are allowed.

Inmates housed in state facilities can purchase phone service minutes through the commissary. Families and friends of those in state facilities can also set up pre-paid, collect accounts through Public Communication Services (PCS) at 888-288-9879.

**Mail.** Inmates may receive letters (no packages) and photos (no Polaroids or nudity). Personal letters will be opened and searched for contraband. Inmates can purchase envelopes and postage from commissary. No stamps or stationery will be accepted through the mail. Inmates without funds will be provided paper and postage for one personal letter per week.

**Inmate Banking.** Money orders or cashier's checks are required to place money on an inmate's account.

The money order should include: the inmate's first and last name, the inmate's IDOC number, the institution and housing unit where the inmate is housed and the name of the person sending the money. Money sent to an inmate will be placed on the inmate's account within 24 hours of receipt during normal business hours).

**For inmates incarcerated in state:**  
IDOC Inmate Banking, 1299 N. Orchard  
St., Suite 110, Boise, ID 83706.

**For inmates incarcerated out of state:**  
Mail to the specific institution where the  
inmate is held.

No cash or personal checks will be accepted.

## Parole

The Commission of Pardons and Parole is a part-time citizen board whose function is to make parole and clemency decisions. It is composed of five members appointed by the governor. All hearings are conducted in open session, with decisions made in executive session. The decision is given publicly once deliberation is concluded.

**Factors considered.** Protecting the public is the commission's main concern. The commission determines each case on its own merits. Commissioners consider the seriousness of the crime, prior criminal history, past failure or success on probation or parole, institutional history and the offender's re-entry plan.

Offenders must serve the fixed portion of their sentence before parole consideration. When the fixed portion of an offender's sentence is complete, there is no guarantee that parole will be granted. The commission has complete authority to grant or deny parole.

**Providing input.** Individuals wishing to support or oppose parole, pardon or commutation can write a letter to the commissioners. Letters should be received seven days in advance of the scheduled hearing and must include the offender's name and IDOC number.

For information on the Parole Commission please visit [www.state.id.us/parole](http://www.state.id.us/parole) or call 208-334-2520.

The State of Idaho  
C.L. "Butch" Otter, Governor  
Brent D. Reinke, IDOC Director  
Olivia Craven, Parole Director

Fall 2007

## Citizens Guide

The Corrections and Parole Process in Idaho



### The Idaho Commission of Pardons and Parole

Commonly referred to as the Parole Commission, this independent body consists of an executive director and five commissioners who are appointed by the Governor. The Commission is committed to the protection of the public, the rights of victims and to the fair and individualized assessment of each offender.

### The Idaho Department of Correction

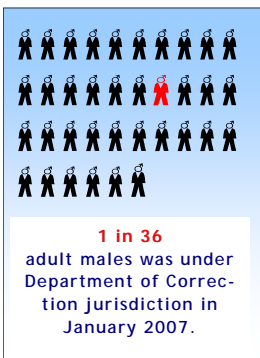
The Department incarcerates adult felons sentenced by the courts, prepares pre-sentence reports for the courts, and supervises probationers and parolees. The Department operates eight correctional institutions, five community work centers, probation and parole district offices, and contracts with Idaho counties and private companies for incarceration services inside and outside of the state.

Department of Correction  
[idoc.idaho.gov](http://idoc.idaho.gov) 658-2000

Commission of Pardons and Parole  
[www.state.id.us/parole](http://www.state.id.us/parole) 334-2520

## Offender Categories

The Department of Correction manages more than 20,000 convicted felons. The offenders are in one of four categories.



**Supervised offenders** make up the majority of offenders managed by IDOC.

Those on **probation** are convicted offenders whose sentences are suspended. They remain in the community under the supervision of a probation and parole officer.

Those on **parole** are offenders who have served a prison term and who are out in the community under the supervision of a probation and parole officer. They have agreed to abide by stated conditions set by the **Commission of Pardons and Parole** for a specified time period as a condition of release.

For those on **retained jurisdiction**, the judge retains jurisdiction as the offender completes intensive programming in prison. The courts then determine if the inmate will receive probation or a term sentence.

**Term inmates** are sent to prison by the courts or the Parole Commission.

## Entering the System

All male inmates begin their incarceration at the Reception and Diagnostic Unit (RDU) at Idaho

State Correctional Institution south of Boise. All female inmates are sent to the RDU at Pocatello Women's Correction Center in Pocatello.

Inmates typically spend two to four weeks at RDU. During this time, they are photo-graphed, fingerprinted, evaluated and classi-

fied. They receive a physical examination, a psychological evaluation, an educational assessment and a substance abuse evaluation. The Department creates a case plan to address the inmate's needs.



## Classification of Inmates

The Department has an objective classification system. The information received during the reception and diagnostic process is reviewed by a committee which classifies the inmate in one of five levels. Offenders may move up and down in classification based on their behavior while incarcerated.

**Close Custody.** Close custody facilities are Idaho's most secure prisons and house high-risk offenders.

**Medium Custody.** Medium custody facilities are secure facilities where inmates' movements are restricted and the perimeter is secured.

**Minimum Restricted Custody.** Minimum restricted custody offenders are housed at medium custody facilities. Generally, offenders at this custody level follow institutional rules, but pose a risk to the community.

**Minimum Custody.** Minimum custody facilities have less restriction on offenders' movements and may have an unsecured perimeter. Minimum custody offenders may participate on supervised work crews that do forestry or firefighting.

**Community Custody.** Community custody is the lowest custody level. Generally, community custody offenders are nearing a release date. Community custody offenders may be housed at a community work center where they can obtain jobs in the community on a work-release basis.

## Assignment to a Facility

From RDU, inmates are transferred to the facility that is most appropriate for their level of custody and has a bed available. During the course of their sentences, inmates will experience many transfers between facilities. *A complete listing of facilities is available at [idoc.idaho.gov](http://idoc.idaho.gov).*

## Communicating

The Department encourages contact between inmates and their friends and family to maintain relationships.

**Visiting.** All potential visitors must submit a visiting application, undergo a criminal background check, and acknowledge visiting rules. Applications, rules and related forms are provided by the offender and available at [idoc.idaho.gov](http://idoc.idaho.gov)

Offenders are notified when visitors' application are denied or approved. This process takes an average of 2-4 weeks. Offenders are responsible to notify their prospective visitors and to provide visiting schedule information.